

Title	Fill and close containers in a manufacturing environment		
Level	2	Credits	2

Purpose	People credited with this unit standard are able to: prepare to package, and fill and package products in containers, in a manufacturing environment.
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Classification	Manufacturing Skills > Manufacturing Processes
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Available grade	Achieved
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Guidance Information

- 1 Legislation relevant to this unit standard includes but is not limited to the:
 - Health and Safety at Work Act 2015.
 - Resource Management Act 1991 and subsequent amendments.
 - Hazardous Substances and New Organisms Act 1996 and subsequent amendments.
- 2 Definitions
 - Job requirements* refer to specific requirements for the job at hand. These requirements may or may not be covered in the job documentation and may include special instructions, quality requirements expected by the customer, and/or production standards as set down by the workplace.
 - Package* refers to fill and close containers.
 - Workplace procedures* refers to procedures used by the organisation carrying out the work and applicable to the tasks being carried out. Examples are – standard operating procedures, site safety procedures, equipment operating procedures, codes of practice, quality management practices and standards, and procedures to comply with legislative and local body requirements.
- 3 Assessment information
 - a All activities and evidence must be in accordance with workplace procedures, and job requirements.
 - b This unit standard will be assessed on the basis of evidence of demonstrated and repeatable performance in the workplace.
- 4 Range
 - Closures may include but is not limited to – push-fit lids, screw-on lids, snap-on lids.
 - Containers may include but is not limited to – cans, tins, bottles, jars, tubes, drums.
 - Manual filling may include but is not limited to – direct pouring of product from one container to another or filling through a simple tap or shut off system.
 - Product may include but is not limited to – liquids, powders.

Outcomes and performance criteria

Outcome 1

Prepare to package products in containers in a manufacturing environment.

Performance criteria

- 1.1 Equipment, product, packaging, and manual handling hazards are identified, and safety precautions are taken.
- 1.2 The correct job specification is identified.
- 1.3 Personal protective equipment is identified, prepared, used and maintained.
- 1.4 Product, containers and closures are identified, checked and prepared.
- 1.5 Bulk product storage and dispensing system is identified and prepared.

Range dispensing system may include but is not limited to – product filtration, adjustable fill volume chamber, weighing equipment.
- 1.6 Container closure application equipment is identified and prepared.

Outcome 2

Fill and package products in containers in a manufacturing environment.

Performance criteria

- 2.1 Containers are filled with product, and fill volumes are checked and monitored.
- 2.2 Container closures are applied.
- 2.3 Filled and closed containers are finished and checked against specifications.

Range finish may include – container or closure marking or coding.
- 2.4 Filled and sealed containers are stacked and packed.
- 2.5 Recording or reporting is carried out.

Range may include but is not limited to – hard copy, electronic, verbal.
- 2.6 Packaging and waste is disposed of, and the work area is cleared and cleaned.

Range work area may include – floors, stairs, platforms, machine surfaces, ledges, intake and output areas, hand tools.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	25 September 2003	31 December 2012
Review	2	25 July 2006	31 December 2014
Review	3	18 March 2011	31 December 2023
Review	4	26 August 2021	N/A

Consent and Moderation Requirements (CMR) reference	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.